Activate/Deactivate a Batch

To activate/deactivate a batch, complete the following steps:

- 1. From the Check Processing tab, click Batch Management. The Search Batch page appears.
- 2. Select or enter the batch search conditions you would like view.

Under Batch Search Conditions, optional

 Select the OTC Endpoint you want to activate/deactivate a batch for by checking the box under the Select column



Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

Under Created On Date, optional

Enter the From and To date range



Application Tips

- The From and To Created On Date must be entered in MM/DD/YYYY format.
- The **Created On Date** range cannot exceed 30 days. Additionally, if more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
- When running a search *with* the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days, then only the most recent 1,000 batches appear.
- When running a search without specifying any criteria (with the exception of the Batch ID field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.
 - o Enter the **Batch ID**, optional



Application Tip

If the only search criteria entered is a valid **Batch ID**, then only a single result appears regardless of other search criteria specified.

o Enter the Cashier ID

Under Batch Status, optional

 Select the Status you want to activate/deactivate by checking the Open and/or Closed boxes under the Select column

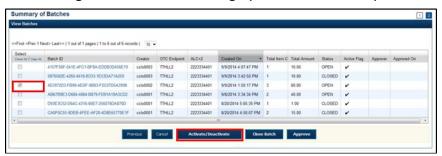


Application Tip

Only batches with an **Open** or **Closed** status can be activated/deactivated. Additionally, batches currently in use cannot be deactivated.

- 3. Click Search. The Summary of Batches page appears.
- 4. Check the checkbox of the Batch ID you want to activate or deactivate and click Activate/Deactivate. The Activate/Deactivate Batch page appears, as shown in Figure 1.

Figure 1. View Batches Page (Activate/Deactivate)





Application Tip

If a batch is activated or deactivated a check appears under the **Active Flag** column. If a batch is deactivated, the **Active Flag** column is blank.

 Click Confirm. A message appears stating the batch(es) have been activated/deactivated and the value under Active Status updates to Active/Inactive.



Additional Buttons

- Click Return to Batch Summary to return to the batch summary page.
- Click Return Home to return to the OTCnet homepage.